

APPLICATION FORM

EXECUTIVE DIRECTOR INDIANA FEDERAL COMMUNITY DEFENDERS, INC.

All electronic applications are to be submitted to Mr. Mark Inman, President of the Indiana Federal Community Defenders, Inc. (IFCD) at markinman13@aol.com.

Alternatively, applications can be mailed to:

Mr. Mark Inman
President
Indiana Federal Community Defenders, Inc.
141 E. Washington Street, Suite 200
Indianapolis, IN 46204

Also, please INCLUDE A RESUME.

Completed applications must be received by the end of business on June 1, 2012 for full consideration.

Questions may be directed to Mr. Inman at 317.924.3545.

GENERAL

1. Full Name: _____

2. List any other names under which you have obtained a degree: _____

3. Office Address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____ E-mail Address: _____
4. Residential Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____
5. Place of Birth: _____

6. Are you legally permitted to work in the United States? _____

7. Military Service:

Branch: _____ Dates: _____

Rank/Rate of Discharge: _____ Type of Discharge: _____

If you are an Active Reserve or National Guard Member, please give service, branch, unit and present rank and grade.

8. Are you related by blood or marriage to any judges, including magistrate judges and bankruptcy judges of the United States District Court for the Southern District of Indiana or circuit judges of the Seventh Circuit Court of Appeals?

Yes _____ No _____

If yes, give name(s) and relationship. _____

THE POSITION

9. Tell us why you wish to become the Executive Director of the Indiana Federal Community Defenders, Inc. Also, tell us your qualifications for this position including those which demonstrate a commitment to equal justice under the law and describe the professional experiences which would assist you in providing representation to indigent persons involved in the federal criminal justice system.

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10. Describe in detail any significant administrative experience you have had involving hiring and managing personnel, managing an office, fiscal management, budgeting and procurement.

EDUCATION

11. List all colleges and universities attended, including dates and degrees. _____

12. List all continuing legal education courses completed within the past ten (10) years, particularly those which relate to federal criminal defense, trial or appellate practice.

13. Do you hold any professional degrees or licenses other than your law degree? If so, please describe.

14. Have you ever attended, or taught, any trial practice courses? If so, please give the dates and names of programs.

HONORS

15. List any honors, recognitions or awards you have received relating to the legal profession. If you were a member of law review, state positions held. If you have authored material, which has been published in any law or law-related books or other publications, please list the articles giving citations and dates.

PROFESSIONAL ADMISSIONS:

16. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving dates of admission in each case.

Court or Administrative Body

Date of Admission

PROFESSIONAL AND OTHER ACTIVITIES

17. List all bar associations and legal professional societies of which you are a member. Give the titles and dates of any office you have held in such groups or sub-committees to which you belong.

18. List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 17 above, of which you have been a member during the past ten (10) years, including the titles and dates of any offices you have held in such organizations.

LAW PRACTICE

19. State the names, addresses and dates of employment for all law firms with which you have been associated in practice, all government agencies and all private business organizations with which you have been employed. Also, provide all dates during which you have practiced as a sole practitioner.

<u>Law Firm, Organization, Agency, Etc.</u>	<u>Address</u>	<u>Position</u>	<u>Dates</u>

- A. For all private firms or business organizations listed above: Are you now, or have you ever been, the managing partner or a member of the management committee? If so, please list the firm and the dates of your managerial duties.

- B. For all governmental agencies or offices listed above: Are you now, or have you ever been, a supervisor or manger? If so, please list the agency or office and the date of your managerial duties.

20. Describe the general nature of your current practice, including any legal specialties or concentrations and the general nature of your typical clients. Also, if your practice is substantially different now than previously, give details of how your practice has changed.

21. Do you appear regularly in court? Yes _____ No _____

What percentage of your appearances in the last five (5) years were in:

- A. Bankruptcy _____ %
- B. Federal District and Court of Appeals _____ %
- C. State or Local Courts of Record _____ %
- D. Administrative Bodies _____ %
- E. Other _____ %

22. During the past ten (10) years, what percentage of your practice has been:

trial practice? _____ % appellate practice? _____ %

How frequently have you appeared in court? _____

How frequently have you appeared at administrative hearings? _____

What percentage of your practice involving litigation has been:

- A. Bankruptcy _____ %
- B. Federal District and Court of Appeals _____ %
- C. State or Local Courts of Record _____ %
- D. Administrative Bodies _____ %
- E. Other _____ %

23. Approximately how many criminal trials have you participated in during the past ten (10) years? _____

- A. In how many of the above cases were you lead counsel? _____
- B. In how many of the above did you represent the defendant? _____
- C. How many of the above were tried before a jury? _____
- D. How many of the above occurred in federal court? _____
- E. How many of the above were in state court? _____
- F. How many of the above involved felony charges? _____

24. Approximately how many criminal appeals have you participated in during the past ten (10) years?

- A. In how many of the above did you write a brief? _____
- B. In how many of the above did you present an oral argument? _____
- C. In how many of the above did you represent the defendant? _____
- D. How many of the above were federal appeals? _____
- E. What significant legal issues have you presented to appellate courts, and why do you feel they are significant? _____

25. Please summarize your courtroom experience for the past five (5) years including a brief description of cases you have tried to conclusion in courts of record during that time and whether you were sole, associate, or chief counsel. Give citations of any reported cases.

PUBLIC OFFICE

26. Have you ever run for or held public office? Yes _____ No _____

If yes, give details. _____

JUDICIAL EXPERIENCE

27. Have you ever held judicial office or been a candidate for judicial office? If so, please state the courts involved and the dates of service, or dates of candidacy.

Quasi-judicial service information: _____

Name of agency: _____

Position held: _____

Hearing of what issues: _____

Number of cases adjudicated: _____

Dates of service: _____

ADMINISTRATIVE EXPERIENCE

28. Describe in detail any significant administrative experience you have had involving personnel and fiscal management, budgeting and procurement.

BUSINESS INVOLVEMENT

29. If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties and whether you intend to resign such position immediately upon your selection as Executive Director.

30. Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? Yes _____ No _____

If yes, please provide details, including dates.

31. During the past five years, have you received any fees or compensation of any kind other than for legal services rendered from any business enterprise, institution, organization or association of any kind? Yes _____ No _____

If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid.

32. Do you possess any significant ownership interest in any for-profit business? If so, please provide details.

OTHER BACKGROUND

33. Have you ever been arrested, charged or convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? Yes _____ No _____

If yes, give details. (Do not include traffic violations for which a fine of \$200.00 or less was imposed unless it also included a jail or probated sentence.)

34. Have you ever been sued by a client alleging malpractice or breach of fiduciary duty? Yes _____ No _____

If yes, please provide details.

35. Has anyone ever asserted in court pleadings that you provided ineffective representation? Yes _____ No _____

If yes, please describe the claim and the outcome.

36. Have you or your professional liability insurance carrier settled a claim against you for alleged professional malpractice or breach of fiduciary duty? Yes _____ No _____

If yes, please provide details.

37. Have you ever been sued for, or charged in any criminal proceedings with, conduct alleged to involve moral turpitude, dishonesty or unethical conduct? Yes _____ No _____

If yes, please provide details.

38. Have you ever been the subject of a professional grievance or a grievance proceeding, or been disciplined for a violation of the Rules of Professional Conduct (or equivalent) for alleged unethical or unprofessional conduct by any court, administrative agency, regulatory bar or other professional group? Yes _____ No _____

If yes, please provide details.

39. Are you currently the subject of any pending criminal or civil investigations, bar complaints or grievances? Yes _____ No _____

If yes, please provide details.

40. Have you filed appropriate tax returns as required by federal, state, local and other governmental authorities? Yes _____ No _____

If no, please explain.

41. Have any liens or claims ever been instituted against you by any federal, state or local authorities? Yes _____ No _____

If yes, please explain.

ADDITIONAL INFORMATION

42. List three individuals as references who are familiar with your legal and administrative abilities and your character.

Name: _____

Address: _____

Day Phone: _____

Name: _____

Address: _____

Day Phone: _____

Name: _____

Address: _____

Day Phone: _____

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members of the Board of Directors of Indiana Federal Community Defenders, Inc. The individuals whom you have listed as references may be contacted by the Board. By submitting this application you verify that all responses to questions are truthful.

Signature

Date: _____